



Iowa Department of Human Services

Kim Reynolds
Governor

Adam Gregg
Lt. Governor

Jerry R. Foxhoven
Director

INFORMATIONAL LETTER NO.1874-MC-FFS

DATE: January 9, 2018

TO: Iowa Medicaid Physicians, Physician Assistants (PA), Psychologists, Advanced Registered Nurse Practitioners (ARNP), Community Mental Health Centers (CMHC), Behavioral Health Services Providers

APPLIES TO: Managed Care (MC) and Fee-for-Service (FFS)

FROM: Iowa Department of Human Services (DHS), Iowa Medicaid Enterprise (IME)

RE: Provider Enrollment for Chapter 24 Accredited Crisis Response Services and Subacute Mental Health Services

EFFECTIVE: Upon Receipt

Enrolled Crisis Service providers must be accredited in accordance with 441 Iowa Administrative Code (IAC) Chapter 24 and enrolled Subacute Mental Health Services providers must be licensed in accordance with 481 IAC Chapter 71. To assist in expediting provider enrollment the department has completed the programming necessary to enable enrolled providers to add the Crisis Service provider type to their Medicaid enrollment.

Accredited Crisis Response service providers and licensed Subacute Mental Health service providers should complete the following steps to enroll with Iowa Medicaid and to add a new provider type under the current National Provider Identifier (NPI).

How to Enroll:

If the Tax Identification (ID) that you are enrolling under is not actively enrolled in the Iowa Medicaid program the following forms are required:

- Form 470-0254, Universal Provider Enrollment Application
- Form 470-2965, Provider Agreement General Terms
- Form 470-4202, Electronic Fund Transfer (EFT) Authorization
- Form 470-5112, Designated Contact Person
- IRS Form W-9
- Copy of Chapter 24 accreditation for Crisis Response Services
- Copy of Chapter 71 license for Subacute Mental Health Services

If the Tax ID is currently active in the Iowa Medicaid program and you are simply adding a new person or part to an otherwise actively enrolled entity, the following forms are required:

- Form 470-0254 Section B, Universal Provider Enrollment Application
- Copy of Chapter 24 accreditation for Crisis Response Services
- Copy of Chapter 71 license for Subacute Mental Health Services

Type of Provider:

Iowa Medicaid assigns each enrollment a provider type code. Each provider type code is linked to a specific category of individual professionals, institutional or type of service categories. On Form 470-0254 Page 10, Crisis Response service providers will enter the number 80 in Box 16. Subacute Mental Health service providers will enter the number 81 in Box 16.

Submit the completed enrollment forms and all supporting documentation to:

Provider Enrollment Unit
Iowa Medicaid Enterprise
PO Box 36450
Des Moines, Iowa 50315
Or Email: IMEProviderEnrollment@dhs.state.ia.us

The IME will begin coverage for FFS Crisis Response and Subacute Mental Health services on February 8, 2018. As the implementation date gets closer additional guidance will be provided.

If you have any questions, please contact the IME Provider Enrollment Unit at 1- 800-338-7909, option 2, or by email at imeproviderenrollment@dhs.state.ia.us.